

STATE OF IOWA
IOWA DEPARTMENT OF PUBLIC HEALTH
Bureau of Vital Records

County _____
Date _____
Registrar _____

VITAL RECORDS CONFIDENTIALITY NOTICE

The vital statistics records that the office of the county recorder collects, handles, certifies, records, maintains, and/or stores may contain confidential information and all employees and officials of the office of the county recorder are expected to adhere to the following policy in collecting, handling, certifying, recording, maintaining, and storing such documents.

Confidential records. Certain vital statistics records are confidential under Iowa law, including but not limited to the following documents and information:

- Original certificates of birth where a new certificate of birth has been established pursuant to Iowa code section 144.24.
- Vital record documents containing evidence of adoption, paternity, legitimation, or sex change, and other documents held by the recorder's office which include adoption decree or adoption information on the face of the documents.
- Documents sealed by a court of competent jurisdiction.
- Documents which are not available for public inspection pursuant to Iowa Code chapter 144 and 641 Iowa Administrative Code 96.6, including fetal death records and records relating to out-of-wedlock births occurring prior to July 1, 1995.
- Verification information received from the Iowa Department of Public Health, Bureau of Vital Records, including the request for updated information appearing on a state vital record.
- Social security numbers on all vital records other than death certificates.

Treatment of vital records. Employees and officials of the office of the county recorder are expected to exercise care in the collection, handling, certifying, recording, maintenance, and storing of vital statistics records, whether in image, microfilm, paper, docket books, index cards, data processing, electronic, or other format.

Removal of vital records. Employees and officials of the office of the county recorder may not remove any vital statistics record, in any format, from the county recorder's office unless authorized to do so by the county recorder of this county and the state registrar.

Copying of vital records. Employees and officials of the office of the county recorder may not copy any vital statistics record for any purpose unless directed by the county recorder of this county or the state registrar.

Release of vital records or information on a vital record. Employees and officials of the office of the county recorder may not discuss or divulge any confidential vital statistics record or confidential information contained on any vital statistics record, except (1) under order of a court of competent jurisdiction, or (2) for administrative purposes and to individuals with an administrative need to know who have also signed a vital records confidentiality notice, or (3) as otherwise authorized by law.

If employees or officials of the office of the county recorder violate this policy, the state registrar may refuse to release vital statistics information, including verification information, to this county. In addition, a violation of the confidentiality requirements of Iowa Code chapter 144 may be prosecuted as simple misdemeanor in accordance with Iowa Code section 144.53.

I have read and understand the above:

Signature Title Date

Please print name: _____

New, Additional Employee _____

New Employee _____ Replaces _____

County Registrar: Retain the signed original in your files and send a copy to your Vital Records District Representative.

This notice was prepared by the state registrar and the Iowa Attorney General's Office pursuant to Iowa Code sections 144.1(14) & (15) and 144.5(1), (3) & (6).